Staff Senate Planning
Meeting Minutes
Monday, July 25 2016 at 2:00pm

I. Welcome
   a. People in attendance: Talisha Adams, Janie Mooney, Christy Barry, Tish Andrews, Jill Hohnecker, Courtney Harmon, Lynn Bailey, Kershawnda Johnson

II. Traditional Programs
   a. Faculty and Staff Luncheon – hosted during Southwestern Week. Host Bingo and give out prizes. Josh usually hosts and a few extra people to help pass out prizes. Will be held both days at 12:00pm. Darcy, Courtney, and Christy can help on Wednesday. Jill and Janie can help on Thursday.
      i. Faculty – Wednesday, August 10
      ii. Staff – Thursday, August 11
   b. Staff Potluck and Silent Auction Kick Off – Will be held on November 17.
   c. Silent Auction Website – Edits need to be made to the header (theme and dates). Everything is located in the Academic Resource Center Radar Account – linked with Google and only accessible to GSW staff/faculty. All forms and everything related to it are in the Google Drive. Will need to have pictures ready to go. Manually have to update current bid on each picture, done daily/multiple times a day. Will need to make sure forms are active as well.
      i. Will need to request a Radar account for Staff Senate for these forms to be stored there
      ii. Darcy and Ted will work on making the website the reality for the auction this year
      iii. Silent Auction November 17-December 3
   d. Book Scholarship – happen in September. Traditionally give away three $50 scholarships. Verification of enrollment will be due on September 19.
   e. Homecoming – Spirit Competition. The spirit stick is currently in Student Affairs. Look at how it is done because of smaller offices vs. larger offices and disparity of resources. Look at using Social Media. Maybe sponsoring someone for the Chili Cook Off or buying a side item for everyone to enjoy that day.

III. Other Items
   a. Other ideas for Fall programming:
      i. Food pantry drive – donate items, money, coupons
      ii. Campus Clean Up Days – continue to participate when they happen through the Office of Campus Life.
      iii. Thanksgiving Dinner – helping and volunteering or donating food items
   b. Can submit anonymous suggestions/complaints on the Staff Senate website.
   c. Do have representatives from every area and almost at capacity, if need be may recruit in the fall.
   d. Budget update – will be receiving $1,000 from Dr. Patterson for the upcoming year.
   e. Staff Awards – may want to look at the way the awards went this year and offer suggestions for next year.
   f. Fair Labor Standards Act – will be an issue next year, be on the lookout for more information.
   g. Student Staff Training – maybe look at a training/orientation for Work Study students across campus. Will reach out to Human Resources and Career Services.

IV. Announcements
   a. Welcome Back Students is being held on August 19. This a first Friday type event that will be held downtown from 5-8/9ish.
   b. “Party in the Park” will be held at the Jimmy Carter National Historic Site from 7-10pm on August 25. More information will be available at a later date on Facebook/Canes Connect.
   c. Next Meeting: August 31, 2016 at 3pm in the SGA Conference Room

V. Adjournment
   a. Meeting adjourned at 2:57.
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Submitted by Jill Hohnecker